

**DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000**

**IN REPLY REFER TO
BUPERSINST 1133.29E
CNRC N1
21 Aug 2002**

BUPERS INSTRUCTION 1133.29E

From: Chief of Naval Personnel
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: APPLICATION PROCEDURES FOR CAREER RECRUITER FORCE (CRF)

Ref: (a) NAVPERS 15909G, Enlisted Transfer Manual,
Chapter 9.63
(b) COMNAVCRUITCOM 1136.2H (NOTAL)

1. Purpose. To revise information concerning policies, eligibility requirements, and application procedures for Career Recruiter Force (CRF) program. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. BUPERSINST 1133.29D.

3. Background. CRF was established in 1978 to develop a cadre of exceptional recruiting managers to provide consistency and leadership to the recruiting effort. Commander, Navy Recruiting Command (COMNAVCRUITCOM) manages size, qualifications, and career path of CRF personnel. The goal is to maintain a stable, experienced recruiting force; reduce amount of training and Permanent Change of Station (PCS) costs required to train and move 1,500 new recruiters every year; and support Navy's home basing plan.

4. Eligibility

a. CRF is open to personnel who are currently assigned to recruiting duty with Navy Enlisted Classification (NEC) codes 9585, 9586, 9587 and to personnel who have successfully completed a tour as a recruiter (NEC 9585 or 9587) and wish to convert to Navy Counselor (NC) NEC 2186 rating. Personnel must

(1) be in paygrade E-5 through E-8. E-5 personnel who apply for CRF must meet all eligibility requirements for advancement to the next higher paygrade and other eligibility requirements listed in this instruction.

(2) meet current screening requirements for recruiters per reference (a).

(3) have completed Personnel Qualification Standards (PQS) for Recruiter-in-Charge per reference (b).

(4) receive a strong, positive endorsement from their commanding officer (CO).

(5) be within 18 months of their Projected Rotation Date (PRD).

b. Warfare qualification, although highly desirable, is not mandatory.

c. Following personnel are not eligible to apply:

(1) Nuclear-trained Electronics Technicians (ETs), Electrician Mates (EMs), and Machinists Mates (MMs).

(2) USNR recruiters assigned to Commander, Naval Reserve Force (COMNAVRESFOR).

(3) Personnel in receipt of PCS orders.

(4) Personnel with an approved Fleet Reserve date.

5. Application Procedures

a. Applicants desiring to convert to CRF should submit a NAVPERS 1306/7, Enlisted Personnel Action Request, to Navy Personnel Command (NAVPERSCOM) (PERS-811), 5720 Integrity Drive, Millington, TN 38055-8110 via their CO and COMNAVCRUITCOM (Code N1121), 5722 Integrity Drive, Bldg. 784, Millington, TN 38054-5057. A copy of the applicant's package should be forwarded to the Navy Recruiting Region Commander for personnel on recruiting duty.

b. Applicants must include the following information:

(1) Copies of PQSs on all positions qualified.

Note: Copy of NAVPERS 1070/604, Enlisted Qualifications History, NAVPERS 1610/2, Fitness Report and Counseling Record (E7-O6) or NAVPERS 1616/26, Evaluation Report and Counseling Record (E1-E6) indicating positions qualified.

(2) Copy of signed NAVPERS 1070/613, Administrative Remarks, entry stating: "If selected for CRF, I agree to incur 36 months of obligated service from the date of assignment as a CRF."

(3) Copy of completed recruiter-screening form in reference (a) signed by the applicant's CO.

(4) Copy of ASVAB scores (NAVPERS 1070/604).

c. CO's Endorsement. CO's endorsement, as a minimum, will

(1) comment on the applicant's potential for leadership in positions of increased responsibility.

(2) certify the applicant meets all Physical Readiness Standards per OPNAVINST 6110.1 (series). A statement regarding the applicant's compliance with height/weight and body composition assessment standards is required.

6. Selection. The selection process consists of two steps.

a. An administrative board will be held by COMNAVCRUITCOM 4 times a year (November, February, May, and September) to consider applicants for entrance into CRF. If applicants are recommended for lateral conversion by COMNAVCRUITCOM board, their packages will be forwarded to NAVPERSCOM (PERS-811) for continued processing.

b. Member's current community manager will then determine if manning within that rating will allow member to be released to CRF. Final results will be released via naval message by COMNAVCRUITCOM. Those selected for CRF will be converted immediately, or upon transfer from present command if not currently on recruiting duty, to NEC 2186.

7. Assignment. NAVPERSCOM (PERS-4010C) will notify each selectee of the latest assignment policies and procedures, and discuss future duty preferences. Duty assignments will be made using the following guidelines:

a. Selectees will be assigned permanently to CRF for the remainder of their naval careers.

b. New CRFs will attend Career Recruiter Force Academy in Pensacola, FL in conjunction with PCS orders to their initial

assignment as a CRF. Upon notification of selection, members should contact NAVPERSCOM (PERS-4010C) at Comm (901) 874-3868/DSN 882 to negotiate orders to a Navy Recruiting District (NRD). Selectees who do not pass the Career Recruiter Force Academy will be reverted to their former rating.

c. Selectees serving on a Selective Reenlistment Bonus (SRB) enlistment will not receive their remaining SRB entitlement.

d. Selectees receiving Continuous Submarine Pay (CONSUBPAY) while on shore duty will have their CONSUBPAY terminated as of the date of selection. Those selectees receiving CONSUBPAY on sea duty will no longer be eligible for CONSUBPAY as of the date of selection; they will commence receiving operational SUBPAY on a month-by-month basis until detachment.

8. Point of Contact. For questions pertaining to application procedures, selection process, or career opportunities in CRF, contact COMNAVCRUITCOM (N1121), Comm (901) 874-9136 or 9138/DSN 882.

9. Forms. NAVPERS 1070/604 (Rev. 7-91), Enlisted Qualifications History, NAVPERS 1070/613 (Rev. 10-81), Administrative Remarks, NAVPERS 1306/7 (Rev. 05-02), Enlisted Personnel Action Request, NAVPERS 1610/2 (7-95), Fitness Report and Counseling Record (E7-06), and NAVPERS 1616/26 (7-95), Evaluation Report and Counseling Record (E1-E6) may be obtained from the Naval Inventory Point using requisitioning procedures contained in CD-ROM NAVSUP PUB-600 (NLL), Navy Stock List of Publications and Forms or at <http://forms.daps.mil/order/>.

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